Class Title: **ASSISTANT DISTRICT ATTORNEY**

Jurisdictional Class:	**Exempt**
Date Adopted:	**Unknown**
Date Revised:	
Jurisdictions:	**County**
Union Status:	**Exempt**
Pay Grade:	

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting with the prosecution of criminal cases. The incumbent of this position is responsible for participating in the prosecution of cases of criminal violations of law in the County by investigating, preparing, and presenting misdemeanor and/or felony cases in criminal court. The work is performed under the general supervision of the District Attorney with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only):
Manages assigned cases on intake by examining case file, including complaint and report form, and determining facts and legal issues;
Works with law enforcement agencies by rendering legal advice, assisting in investigation, coordinating activities on particular cases and preparing search warrants;
Prepares and prosecutes cases in local courts by handling violations, and misdemeanors, rendering legal advice to magistrates, preparing for preliminary hearings and making bail recommendations;
Prepares cases for Grand Jury presentment, including evaluating evidence, statements, photographs, sketches and reports;
Researches law to determine legal requirements and evidence necessary to prosecute cases;
Secures indictments, prosecutors information or finding of dismissal from Grand Jury;
Prepares cases for trial by responding to motions, preparing for hearings, evaluating case, plea-bargaining and discussing case with District Attorney;
Prepares for trial by researching law and rules of evidence, preparing trial file of evidence, reviews prospective jurors, reviews trial changes by judge and develops trial strategy;
Tries cases, including jury selection, presentation of cases, preparing opening statements and preparing closing summations;
Responds to telephone calls from citizens, agencies and law enforcement agencies;
Represents the District Attorney's Office on various committees and task force groups such as Domestic Violence, Child Sexual Abuse Intervention Team and other related committees;
May handle appeals by preparing brief, arguing appeal in the Appellate Division and seeking permission to Court of Appeals if not a matter of right;
May handle post judgment motions, including receiving motions to vacate judgment, preparing response and brief and arguing motion in superior court.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of criminal law and court proceedings; Good knowledge of judicial procedures and rules of evidence; Ability to interpret and work with New York State and Federal criminal code;
Ability to communicate effectively both orally and in writing; Ability to reason quickly and logically in stressful situations; Ability to analyze and interpret laws and legal documents in order to render an accurate legal opinion;

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Ability to analyze and organize facts effectively; Ability to prepare for and present cases in court; Ability to establish and maintain effective working relationships with others.

<u>MINIMUM QUALIFICATIONS</u>:

(A) Possession of a license to practice law in New York State and one (1) year of experience in the practice of law.

<u>NOTE</u>: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT.

<u>SPECIAL REQUIREMENT</u>:

This class requires extensive travel. Incumbent will be required to possess a valid, appropriate level New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.